

## SANDY CITY APPROVED POSITION SPECIFICATIONS

- |    |   |                       |               |
|----|---|-----------------------|---------------|
| I. | <u>Position Title:</u> Office Coordinator/ Administrative Assistant | <u>Revision Date:</u> | 02/13         |
|    |   | <u>EEO Category:</u>  | Admin Support |
|    |   | <u>Status:</u>        | Non-exempt    |
|    |   | <u>Control No:</u>    | 30904         |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Alta Canyon Sports Center Manager handles executive and office correspondence, maintains confidential records, prepares agendas, manages member relations and supervises front office staff.

### III. Essential Duties:

- Supervise and train front desk and snack bar staff.
- Take and enter membership and program registrations.
- Promote and sell center memberships and program registrations.
- Prepare payroll for Center.
- Assist with recruitment, hiring and disciplining of employees.
- Type office correspondence, memos and other documents for the Center Manager.
- Respond to and screen telephone calls and walk-in public.
- Assist with budget preparation.
- Maintain Center personnel and other confidential records.
- Schedule meetings and appointments and prepare agendas for the Center Manager.
- Handle various, specially assigned administrative activities as designated by the Center Manager including facilitating projects, programs, research or report preparation.
- Receipt, record, balance cash payments and make daily deposits.
- Administer the Records Management System of the Center following established procedures including: monthly board reports, year-end records, use agreements and rental receivables.
- Work with the public resolving complaints, handling reservations and general member relations.
- Meet certified cashiering standards through City Treasurer.
- Maintain cash and system controls to ensure the safekeeping of assets, inventory and resources.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

#### IV. Marginal Duties:

- Assist in purchasing and bid process.
- Maintain membership records.
- Perform other duties as assigned.

## V. Qualifications:

**Education:** High school diploma or equivalent required. Two years advanced training/education in the area of secretarial and office management preferred.

**Experience:** Four years administrative secretarial or related experience required.

**Certifications/Licenses:** Must possess a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Effective customer service practices; computer programs, including Word, Excel, and Groupwise; letter composition; office management; basic accounting; business equipment usage; municipal government procedures; personal computers and applications; correct English usage, vocabulary, spelling, and arithmetic.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for supervision of part-time and/or seasonal employees; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where and how.

**Communication Skills:** Communicate effectively verbally and in writing; frequent citizen, customer, public and other City department contacts, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine, Equipment Operation:** Type 50 wpm; regular use of a computer, printer, calculator, telephone, fax machine, and adding machine; frequent use of copy machine, department software.

**Analytical Ability:** Work procedures are established; follow written and verbal instructions; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

#### VI. Working Conditions

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; and may periodically bend, stoop or crouch. Employee frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 25 pounds. Occasional operation of Center vehicles may be necessary.

*Work Environment:* Employee will work in a generally comfortable office setting with some outdoor work requirements. This position requires accurate detail work in spite of frequent interruptions; occasional supervision of children; dealing with the public in somewhat stressful situations; and the occasional need to handle difficult issues with employees or the public. The noise level in the work environment is usually moderate. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and interactions with others. Holiday and weekend work may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

